



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

JOB TITLE:	Clerical Worker (Part-Time)
POSITION NUMBER:	00158323
LOCATION:	MACON STATE FARMERS MARKET 2055 Eisenhower Parkway Macon, Georgia 31206
POSTING DATE:	JUNE 27, 2014
APPLICATION DEADLINE:	JULY 1, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	CHW
ENTRY SALARY:	\$10/HOUR

DESCRIPTION OF DUTIES: Perform general clerical and administrative duties, including but not limited to answering telephone, filing, greeting customers, and making copies. Provides support and general assistance to the office secretary and manager. Answers questions and other inquiries. Prepares reports by collecting information and maintains office supplies. May perform other duties as assigned. Successful applicant will work 29 hours per week.

MINIMUM QUALIFICATIONS: Completion of high school diploma or the equivalent.

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- Ability to demonstrate good communication/phone skills;
- Experience using a computer;
- Experience with Windows computer operating system and applications;
- Experience performing general office duties.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.
NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

AN EQUAL OPPORTUNITY EMPLOYER

IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.